

LAND INFORMATION COMMITTEE MEETING

February 13, 2015

DRAFT

Members Present: Harold Johnson, Ed Nelson, Larry Schraufnagel, Wayne Uttke
Also Present: Chris Planasch, Joyce Fiacco, Jesse O'Neill, Dave Addison
Members Excused: Larry Bischoff

The Dodge County Land Information Committee meeting was called to order by Chairman Harold Johnson at 8:30 A.M., Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

No comments were received from the public regarding committee business.

Schraufnagel motioned, second by Nelson to approve minutes from the December 12, 2014 meeting. Motion carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

Planasch presented the Register of Deeds Revenue Report including the Fee Summary Comparisons from the previous month/last 3 years and a Summary of Fees collected so far in 2014 which reports amounts returned to the State and amounts retained by the County in various revenue accounts. She noted that the number of real estate documents recorded in December (1062) was up 232 from the previous month; up from 910 in 2013; and down from 1246 recorded in December 2012. Planasch noted that overall revenues were up. The number of real estate documents recorded in January (979) was down 83 from the previous month; up from 906 in 2014; and down from 1685 recorded in January 2013. Overall revenues were down. Planasch distributed the December 31, 2014 year-end Revenue and Expenditure Report provided by the Finance Department and provided a summary. She reported that the new production scanner had been installed using redaction funds and was making a big difference. No committee action was required.

Planasch presented the Register of Deeds Activity Report. Staff is back indexing the legal descriptions from documents recorded from March 17, 1999 back to April 1, 1987 to complete the index for these documents. Right now, they only have the grantor/grantees indexed. So far, records have been indexed from March 16, 1999 to January 29, 1999. The imaging index for paper documents from 1877 to 1974 is being verified; to date Volume 448 back to Volume 307 have been verified. Thirty-five volumes (Volume 600 to 635) have been imported into LandLink to date. Final cleanup of incomplete records continues as time permits to finish the project to compare birth records to the index (1877-1883). Thirty volumes remain with approximately 5-10 questions per volume; she anticipates this project to be completed in several months. Imaging of birth records is complete from current records back to December 1975 and November 1946 through November 1964. The removal of confidential information from the birth and marriage records is an ongoing project. Records that still require confidential information removed are birth records from December 1964 to December 1975. Staff is keeping up with new recordings and each has a project to work on as time permits. There are 12 subscriptions (no increase), 137 (increase of 3) escrow accounts, and 2043 self-registered accounts in LandShark. Planasch commented that she is giving consideration to establishment of tiers for users based on usage. She added that the \$5 per document redaction fee switched to the State January 1, 2015. No committee action was required.

Fiacco presented the Revenue Report for the Land Resources and Parks, Land Information Division business units December and January. She distributed the end of 2014 Revenue and Expenditure Report provided by the Finance Department and provided a summary. No committee action was required.

Fiacco presented a request for the LIC to forward a recommendation to the Executive Committee to approve travel out of state for Jesse O'Neill to attend the Esri User Conference in San Diego, CA, July 20-24, 2015. Schraufnagel motioned, second by Uttke, to forward a favorable recommendation to the Executive Committee to approve this request for out of state travel for Jesse O'Neill.

Jesse O'Neill, Senior GIS Specialist, presented a report regarding issues associated with the GIS data component of the New World System (NWS) used by the Communications Center. He provided an overview of the problems he is facing and steps he has taken to make our data work within that system. He pointed out that the data problems aren't in locating addresses, but with how the system deals with intersections among other things. Fiacco will keep the committee updated on any progress made with NWS regarding the GIS data component.

Fiacco presented a request for a 2014 Budget recommendation for reallocation of unexpended funds and allocation of unanticipated revenue between accounts and business units (with only \$881 in shortages) in the department and carryover request for several park projects to the Finance Committee for consideration at their February 3 meeting. The recommendation will be made jointly by the Land Information Committee and the Planning, Development and Parks Committee. She reviewed 2014 year-end budget estimates for the Land Resources and Parks Department noting that approximately \$147,000 will be returned to the General Fund and Sales and Use Tax accounts. Uttke motioned, second by Schraufnagel to forward the recommendation to the Finance Committee for consideration. Motion carried.

Dave Addison, Senior Land Information Specialist, presented a report summarizing the potential impact of the Governor's 2015-2017 Biennial State Budget proposal to change the property tax assessment process from a municipality-based system to a county-based system. He distributed a fact sheet issued by the WI Department of Revenue (DOR) outlining the proposal. Addison reported that he is a member of several committees and professional groups that will be discussing and analyzing this proposal. The consensus of the Committee was for Dave to continue to participate and share what he learns as the process moves forward. Many questions remain unanswered as to the details of how this would be accomplished and Fiacco will provide information to the committee as it becomes available. No committee action was required.

Fiacco presented the Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. No committee action was required.

The meeting was adjourned at 11:14 A.M by order of the Chairman. The next regular meeting will be Friday, March 13, 2015 beginning at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,

Larry Schraufnagel, LIC Secretary

LS: jjf

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

REGISTER OF DEEDS
FEBRUARY, 2015
MONTHLY FEES SUMMARY COMPARISON

	February 2015	January 2015	Comparison Feb '15 to Jan '15	February 2015	February 2014	February 2013
State Portion of Transfer Tax	\$28,810.32	\$ 38,122.80	\$ (9,312.48)	\$28,810.32	\$20,827.68	\$26,130.24
State Child Abuse Fund	994.00	917.00	77.00	994.00	1,106.00	1,190.00
State Vital Record Online Revenue	2,748.00	3,258.00	(510.00)	2,748.00	2,993.00	3,167.00
State Vital Record Online Expedite	-	-	-	-	-	-
WI Land Information Board	6,377.00	6,853.00	(476.00)	6,377.00	1,602.00	2,448.00
Sales Tax	-	-	-	-	0.16	0.32
TOTAL STATE FUNDS COLLECTED	\$ 38,929.32	\$ 49,150.80	(10,221.48)	\$ 38,929.32	\$ 26,528.84	\$ 32,935.56
County Portion of Transfer Tax	7,202.58	9,530.70	(2,328.12)	7,202.58	5,206.92	6,532.56
Real Estate Recording Fees	14,560.00	15,485.00	(925.00)	14,560.00	12,565.00	18,910.00
SSN Redaction	-	-	-	-	4,100.00	6,230.00
Certified Copies (Births, Deaths, Marriages & Misc. Documents)	3,950.00	5,095.00	(1,145.00)	3,950.00	4,324.00	4,217.00
Misc. Copies of Recorded Documents	1,261.31	1,200.13	61.18	1,261.31	1,406.00	1,282.33
LandShark Copies	887.00	1,459.00	(572.00)	887.00	1,097.00	982.00
Document Images Non-Certified Copies	3,850.00	3,500.00	350.00	3,850.00	3,250.00	3,600.00
Rental Weatherization Stipulations	40.00	60.00	(20.00)	40.00	60.00	40.00
FAX Charges	-	-	-	-	2.84	-
Sub-Total	\$ 31,750.89	\$ 36,329.83	(4,578.94)	\$ 31,750.89	\$ 32,011.76	\$ 41,793.89
County Land Information Office	5,466.00	5,874.00	(408.00)	5,466.00	4,806.00	7,344.00
Public Access-Housing (Co. LI Office)	1,822.00	1,958.00	(136.00)	1,822.00	1,602.00	2,448.00
TOTAL COUNTY FUNDS COLLECTED	\$ 39,038.89	\$ 44,161.83	(5,122.94)	\$ 39,038.89	\$ 38,419.76	\$ 51,585.89
TOTAL REVENUE COLLECTED	\$ 77,968.21	\$ 93,312.63	(15,344.42)	\$ 77,968.21	\$ 64,948.60	\$ 84,521.45
Document Count	911	979	(68)	911	801	1224
Deposits to Escrow Accounts	\$ 5,637.00	\$ 6,614.00	(977.00)	\$ 5,637.00	\$ 6,318.00	\$ 1,780.50
Withdrawals from Escrow Accounts	\$ 4,661.00	\$ 6,392.00	(1,731.00)	\$ 4,661.00	\$ 4,858.00	\$ 1,420.50

REGISTER OF DEEDS

2015

SUMMARY OF FEES COLLECTED

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
State Portion of Transfer Tax	\$ 38,122.80	\$28,810.32					\$ 66,933.12
State Child Abuse Fund	917.00	994.00					\$ 1,911.00 *
State Vital Record Online Revenue	3,258.00	2,748.00					\$ 6,006.00 #
State Vital Record Online Expedite	-	-					\$ - %
WI Land Information Board	6,853.00	6,377.00					\$ 13,230.00 ***
Sales Tax	-	-					\$ - ****
TOTAL STATE FUNDS COLLECTED	\$ 49,150.80	\$ 38,929.32	\$ -	\$ -	\$ -	\$ -	\$ 88,080.12
County Portion of Transfer Tax	9,530.70	7,202.58					\$ 16,733.28
Real Estate Recording Fees	15,485.00	14,560.00					\$ 30,045.00
SSN Redaction	-	-					\$ -
Certified Copies (Births, Deaths, Marriages & Misc. Documents)	5,095.00	3,950.00					\$ 9,045.00
Misc. Copies of Recorded Documents	1,200.13	1,261.31					\$ 2,461.44
LandShark Copies	1,459.00	887.00					\$ 2,346.00
Document Images Non-Certified Copies	3,500.00	3,850.00					\$ 7,350.00 X
Rental Weatherization Stipulations	60.00	40.00					\$ 100.00 *****
FAX Charges	-	-					\$ -
Sub-Total	\$ 36,329.83	\$ 31,750.89	\$ -	\$ -	\$ -	\$ -	\$ 68,080.72
County Land Information Office	5,874.00	5,466.00					\$ 11,340.00 ***
Public Access-Housing (Co. LI Office)	1,958.00	1,822.00					\$ 3,780.00 **
TOTAL COUNTY FUNDS COLLECTED	\$ 44,161.83	\$ 39,038.89	\$ -	\$ -	\$ -	\$ -	\$ 83,200.72
TOTAL REVENUE COLLECTED	\$ 93,312.63	\$ 77,968.21	\$ -	\$ -	\$ -	\$ -	\$ 171,280.84
Document Count	979	911					1890
Deposits to Escrow Accounts	\$ 6,614.00	\$ 5,637.00					\$ 12,251.00
Withdrawals from Escrow Accounts	\$ 6,392.00	\$ 4,661.00					\$ 11,053.00

* \$7.00 of each first copy of a birth certificate issued by the Register of Deeds office
 # \$8.00 of each first copy of a birth certificate & \$13.00 of each first copy of a death & marriage certificate issued by the Register of Deeds office
 % \$10.00 expedite fee for each vital records request sent out by FedEx
 ** Portion of each recording fee placed in separate county fund to be used for public access to land records
 *** Portion of each recording fee placed in separate state and county funds to be used for modernization of land records
 **** \$20.00 Rental Weatherization Stipulation & Waiver validated by us
 X Sale of non-certified copies of document images on disk or through LandShark Subscription Agreement

REGISTER OF DEEDS OFFICE
UPDATES, GOALS and PRIORITIES - March, 2015

Imaging of Historical Real Estate Records: To date we have imaged 965 paper volumes of various real estate records (Deed, Mortgage, Record, CSM, Plat, Miscellaneous, Probate, Organization and Corporation Books and Grantor, Grantee, and Tract Index Books). We have converted 310 of the paper volumes (Vol. 413 thru 103) of mortgage records. All of the real estate microfilm volumes have been converted. To date 555 volumes (Vol. 448 thru Vol. 1020) have been converted to digital image. We have imported the images of the grantor indexes from 1947 thru 1987. We are back indexing the legal descriptions from documents recorded from March 17, 1999 back to April 1, 1987 to complete the index for these documents. Right now they only have the grantor/ees indexed. So far we have indexed from March 16, 1999 to January 28, 1999.

We have also been verifying the imaging index for the paper documents from 1974 back to 1877. To date we have verified from Volume 448 back to Volume 307. The purpose for this is to create an abbreviated index in LandLink for these documents, so they will be available to customers retrieving documents online through LandShark. There have been 35 volumes (Volume 600 to 635) imported into LandLink to date.

Vital Records:

Vital Records have been entered in our computer index as follows:

Births - Comparing records to index (1877 - 1883) - Completed with the exception of some cleanup of questions on incomplete records - Continuing
Births - Current records back to 1894 (Complete)
Deaths - Current records back to 1877 (Complete)
Marriages - Current records back to 1877 (Complete)
Out of Wedlock Births - All records are entered
Service Discharges - Current records back to 1919 (Complete)

Imaging of vital records are completed as follows:

Births - Current records back to December, 1975 and November, 1946 thru July, 1964
Deaths - Current records back to 1967
Marriages - Current records back to 1977
Out of Wedlock Births - All records are imaged
Service Discharges - All records are imaged

The removal of confidential information from the birth and marriage records is an ongoing project. These are the records that still have to have confidential information removed:

Births - Records from December, 1964 to December, 1975
Marriages - Records from 1967 to 1977

Grantor and Grantee Indexing:

Organizations & Corporations (consisting of 20 Paper Volumes) have been entered in our computer index as follows:
Volumes 1 thru 20 - October 1877 thru July 1975 have been entered and verified.

Entering August, 1975 thru March, 1987 - Letters A thru O have been entered (P thru Z remain).

LandShark Accounts

As of March 10, 2015 we have 12 subscription accounts and 140 escrow accounts established. We also have 2071 self-registered accounts that have access to the grantor/grantee/tract indexes online, but not the document images.

Dodge County Land Resources and Parks Department

Dodge County Administration Building
127 East Oak Street Juneau, WI 53039

Phone: 920-386-3960 Fax: 920-386-3979 E-mail: jfiacco@co.dodge.wi.us

3/3/2015

REVENUE REPORT

Land Information, Survey, Mapping and Property Description

February 01, 2015 through February 28, 2015

LAND INFORMATION- BU 811, 813, 814

February

none

-

Subtotal of sales

\$

-

February

documents=

Real Estate Recording Fees- BU 811

911

\$

5,466.00

(Down 68 documents from 979 in Jan 2015: \$5874)

(Up 110 documents from 801 in Feb 2014)

(2015 Total collected: \$11,340 Budgeted \$79,200 in 2015)

February

February

Public Access Account- BU 813

\$

1,822.00

(2015 Total collected: \$3,780 Budgeted \$26,400 in 2015)

February

Copier/Scanner Account- BU 814

\$

27.18

(revenues from department charge-backs for supplies)

TOTAL February Revenue- BU 811, 813, 814

\$

7,315.18

SURVEY and MAPPING- BU 1101 and 1104

February

-

TOTAL February Revenue- BU 1101 and 1104

\$

-

PROPERTY DESCRIPTION OFFICE- BU 1004

February

Municipal Maps

-

Document Reproduction

9.48

TOTAL February Revenue- BU 1004

\$

9.48

The Journal Times

Racine

Local officials oppose shifting assessment duties to county

MARCH 06, 2015 5:00 PM • MARK SCHAAF MARK.SCHAAF@JOURNALTIMES.COM

RACINE COUNTY — How assessments are done in Wisconsin doesn't appear likely to change anytime soon, despite a major shift proposed in Gov. Scott Walker's budget.

Walker's budget calls for assessments to be done by counties instead of municipalities, as part of an attempt to make assessments fairer for property owners. Properties would be assessed more uniformly and would reflect full market value every year, under the plan.

However, the proposal has been met with opposition from both counties and municipalities and, according to Assembly Speaker Robin Vos' office, will be removed from the budget.

Vos, R-Rochester, "believes it's a good idea to have less arbitrary assessments to assure fairness but the proposal requires more study," his spokeswoman, Kit Beyer, said in an email.

Under the proposal, cities with populations of more than 39,000 could continue to perform assessments, while other municipalities would move to a county-based model. In Racine County, that would mean every municipality other than the City of Racine would be assessed by the county.

That would put Wisconsin in line with 40 other states, according to the Department of Revenue, and cut the number of assessment units from 1,851 to about 90.

Cost concerns

Racine County officials are among those who feel the current assessment system should be studied for changes.

However, officials are concerned the proposal would undermine local control and cost the county money, County Board Chairman Russell Clark said. He noted that under the proposal, counties could charge municipalities for only 95 percent of their costs.

"Right from the get-go, we're already going to be hurting from it," Clark said.

The Racine County Board is scheduled to vote Tuesday on a resolution opposing the change. The resolution calls the plan an unfunded mandate, and also argues the change could not be implemented by 2016, as the proposal requires.

The assessment proposal is "most likely not going to go anywhere, but I think it's important for the county to make the stance that we are in opposition to this," Clark said.

Walker's plan also requires properties to be assessed at full-market value each year. The Department of Revenue argues that would improve consistency among similar properties in a community and would ensure that assessments wouldn't vary widely from market value, as they do now.

While communities assess up to full-market value sometimes, most can't do it every year because it's too expensive, said Jerry Deschane, executive director of the League of Wisconsin Municipalities.

"What you're basically saying is the most expensive type of assessment would have to be done every year," Deschane said.

Deschane also said communities have already invested public money into staffing, software and contracts, which would be squandered because it couldn't realistically be transferred over to an entirely different entity.

"We don't deny there are some efficiencies that could be gained and problems with the current system," Deschane said. "The proposal doesn't address all the challenges."

What's Next

A proposal to change how assessments are done is part of Gov. Scott Walker's 2015-17 budget proposal. The budget is currently in front of the Joint Finance Committee, which has scheduled four public hearings around the state later this month.



PRESS RELEASE

Contact: Russell Schwandt
President
Wisconsin Association of Assessing Officers
920.448.3066

For Immediate Release

Unfunded County Assessment Proposal a Financial Disaster for WI Counties and Municipalities – WI Assessors

GREEN BAY, WI – February 26, 2015 – The Wisconsin Association of Assessing Officers (WAAO) Board of Directors and Officers unanimously oppose the current 2015 Budget Bill proposal to shift Wisconsin's property assessment function from local municipalities to counties.

Wisconsin's largest association of assessment professionals has written a letter to state legislators stating why the current proposal is no different than the 2009 County Assessment Plan proposed during Governor Doyle's administration.

According to Russ Schwandt, President of the Wisconsin Association of Assessing Officers, "This proposal requires counties to provide a level of service costing \$25 to \$30 per parcel but only includes funding of \$6 per parcel. Wisconsin counties are left holding an empty bag while Wisconsin municipalities receive an inferior level of service. Cutting through the rhetoric, it's plain to see that this proposal only serves to eliminate a couple dozen Department of Revenue jobs from the Bureau of Equalization."

The county assessment proposal would require counties take over the property assessment function and perform annual revaluations to keep property values at 100% full of market value each year. As proposed, the sole source of funding is the county's ability to charge each municipality in the county an amount that is 95% of their 2015 costs for municipal assessment service which averages \$6 per parcel statewide. The proposal contains no additional funding for counties to rely on in order to accomplish the newly proposed service requirements. If counties actually try to annually revalue every property every year at such a low cost, the resulting product and appeal process will be vastly inferior compared to what already exists today.

All stakeholders in this process understand the cost to implement the proposal is about \$25 to \$30 per parcel. For proper implementation, counties will be required to fund the almost \$25 per parcel difference by siphoning or scavenging funds from other county agencies.

Schwandt added, "I and my professional colleagues throughout the state understand the true cost of resources necessary to implement the county assessment proposal and know this proposal is woefully underfunded. This has every potential to be a financial disaster for Wisconsin counties. We've had discussions with the Department of Revenue, but neither group has yet found the means to provide the large amount of additional funding necessary to make the proposal a financially realistic possibility."



WISCONSIN ASSOCIATION OF ASSESSING OFFICERS

www.waao.org

Re: Opposition to 2015 Budget Bill provision to mandate County Assessing Authority

Dear Legislator:

The Wisconsin Association of Assessing Officers (WAAO) believes this proposal is nothing short of a financial disaster for Wisconsin Counties and Local Municipalities. WAAO has had the opportunity to review the proposed legislation contained in the 2015 Budget Bill SB21/AB21. WAAO is very familiar with the many issues relating to this County Assessing proposal and has had active representation on committees that studied this issue during 2009 when Governor Doyle's administration made the very same proposal. All of the issues brought to light then, demonstrating why this proposal was bad for Wisconsin, are still relevant today.

WAAO strongly opposes the proposed County Assessment Plan for the following reasons:

- 1. A Very Expensive Yet Unfunded Mandate;** This proposal requires Wisconsin Counties to maintain 100% market value assessments of every property every year, a labor intensive process that will cost \$25 to \$30 per property to administer based on current costs of Wisconsin municipalities and Minnesota Counties that are already maintaining 100% market value assessments. The typical cost today averages about \$6 per parcel to maintain assessed values between 90% and 110% of market value as required by current law. There is no provision to allow counties to levy the additional expense needed to reassess every property every year – they'll need to siphon or scavenge funds from other county agencies. **Question: Is moving the current requirement of 90% of market value to 100% market value worth increasing total assessment costs by 300% to 400%?**
- 2. Eliminates the Local Appeal Process;** This proposal does away with local control and convenience of the Board of Review appeal process for property owners. Appeals of local property cannot be heard by local citizens familiar with the municipality and local real estate market but by an impersonal County Board of Review comprised of people generally unfamiliar with local real estate markets and trends. **Question: Is it really good government to force local property owners to travel well outside their own municipality to present their case to a County Board of Review consisting of unfamiliar and unknowing members?**

More.....

President	Russell Schwandt	Green Bay	(920) 448-3066	russcc@ci.green-bay.wi.us
President Elect	Richard Haviza	Janesville	(608) 755-3043	havizar@ci.janesville.wi.us
Vice President	Mark E. Hanson	Madison	(608) 266-4545	mehanson@cityofmadison.com
Secretary	Pam Hennessey	Madison	(608) 274-6842	waaosecretary@yahoo.com
Treasurer	Joan Spencer	Marshfield	(715) 384-3856	joan@ci.marshfield.wi.us
Past President	Peter Krystowiak	Kenosha	(262) 653-2545	pkrystowiak@kenosha.org

3. **A Matter of DOR Crying WOLF!** During the past 5 years the Department of Revenue has required a tremendous amount of additional work and detailed information from local assessors. DOR now requires every assessor to provide very detailed property information and transaction information of every property sale that occurs within a municipality. DOR now requires local assessors to provide the Bureau of Equalization with detailed, stratified sales information to aid and assist the Equalization staff to properly perform their responsibility.

But most importantly, the DOR now requires every statutory assessor to submit an Annual Assessment Report to every municipality every year as well as to the DOR. This report, with addendum, is a 250+ page document detailing every aspect of the assessment process the local assessor has performed for each municipality during the year. This report provides transparency of the assessment process for each municipality in Wisconsin and further provides the DOR with the necessary information to better facilitate their current statutory responsibility to administer and police Wisconsin's assessment process. **Question: If, in light of all of the new requirements DOR has given assessors and municipalities during the past few years, DOR still does not have the resources necessary to properly administer and police Wisconsin assessment process, how can they expect to kick the responsibility down to the counties without funding and expect the counties to take on this function?**

4. **The Only Benefit:** Among all of the stakeholders of Wisconsin's property assessment process, the only benefit anyone can recognize is the elimination of a couple dozen State employees upon the partial dissolution of the Bureau of Equalization pursuant to this proposal. **Question: Are all of the consequences and issues being raised about this proposal a reasonable trade-off for a state agency's ability to eliminate a couple dozen state positions?**

WAAO requests that actions be taken to remove the County Assessment Plan from 2015 Budget Bill and not shift Wisconsin's assessment function away from local municipalities to county government. Any initiative to evolve Wisconsin's property assessment process is best addressed outside the budget process where public discussion by all stakeholders can be heard at Assembly and Senate committees. At this time, when financing of government is tight at all levels, recreating our assessment process at a cost of 3 to 4 times the current expenditure level is not appropriate.

Thank you for your attention to this matter and for your consideration of these issues.

Respectfully,

Russell Schwandt
 President
 Wisconsin Association of Assessing Officers

President	Russell Schwandt	Green Bay	(920) 448-3066	russcc@ci.green-bay.wi.us
President Elect	Richard Haviza	Janesville	(608) 755-3043	havizar@ci.janesville.wi.us
Vice President	Mark E. Hanson	Madison	(608) 266-4545	mehanson@cityofmadison.com
Secretary	Pam Hennessey	Madison	(608) 274-6842	waaosecretary@yahoo.com
Treasurer	Joan Spencer	Marshfield	(715) 384-3856	joan@ci.marshfield.wi.us
Past President	Peter Krystowiak	Kenosha	(262) 653-2545	pkrystowiak@kenosha.org

LAND RESOURCES AND PARKS DEPARTMENT-
LAND INFORMATION DIVISION

February 2015 Activity Report

SURVEY AND MAPPING- (Ted Dumke, Steven Noe, Jeremy Nocerini)

Work completed:

- Addition of object data to Survey Finder program
- Check and clean-up of data between Survey database and Survey Finder program
- Forwarded and discussed developing and placing Survey Finder prototype on web site with Jesse O'Neill
- Creation of individual condo parcels per condominium plat
- V-Clyman mapping underway
- Creation of end of year municipality drawings
- Completed updates and corrections of parcels
- Worked with local surveyors on re-establishing section corners in T-Theresa, T-Calamus, and T-Clyman
- Preliminary work on V-Reeseville plat of survey and CSM for parcel transfer between V-Clyman, Highway Commission (DCHC) and Housing Authority
- Attended C-Juneau Common Council meeting to present CSM for Highway Shop land purchase from St. Stephens Church
- Compiled year-end report of surveys filed, PLSS activity, and CSM reviews for annual report
- Participated in follow-up meetings (2-week schedule) for the new Land Information Management System (LIMS); will meet with GCS staff to determine best way to provide access to Plats of Survey and other survey related documents on the new public access tool
- As time allowed, on-going research and entry of CSM/highway plan/plats/water/etc. for Phase 3 of project to register parcel linework with 2012 orthophotography for the purpose of improving the accuracy of mapping in the cities and villages
- Assisted Property Description Office staff at counter when able to free up time for them to focus on office critical tasks that only PDO staff can do

On-going activities:

- Provided technical support for survey questions from tax mapping, property description, code and GIS staff
- Review CSMs for closure and other criteria to verify accuracy of CSMs submitted by private surveyors before recording as part of the CSM Review Policy (see totals below under Property Description report); see totals below in Property Description section
- Review, index and scan survey maps
- Review plats of surveys and participate in courtesy reviews when requested
- Perform rechecks of problem surveys as required
- Assisted public with survey questions with survey questions on the phone and at the counter
- Assisted private surveyors with questions, corner research, fill data requests and locate section corners
- Vehicle and equipment maintenance
- Inventory survey equipment and supplies
- Scanned and filed new surveys (image and database entry)
- Hyperlink surveys and check survey folders with database
- Process field data; draft and file monument records
- Update survey information in GPS binders available in office for private surveyor's use.

LAND INFORMATION- (Jesse O'Neill with limited assistance from Fiacco)

Work completed:

- 7 building number(s) issued
- 2 new driveway access location(s) entered into GIS Web application to maintain Official Highway Access Control Map for Highway Department driveway access ordinance.
- Mapping for 7 LOI/3 Town Rezoning/0 CUP/1BOA for public hearings of PD&P committee, Board of Review and County Board
- Filled 1 wide-format printing/scanning requests for other departments (e.g., Corp Council, Maintenance)
- Filled 10 substantial electronic data orders, 3 large scale plots, and 5 walk-in/general mapping requests
- Farmland preservation participant maps (3)
- 4 Address reassignment and change letters for houses with address on different streets than their physical driveway
- Participated in weekly meetings with IT/NWS/DCSO regarding problems with New World System (NWS) support (or lack of it)
- Centerline/common name edits to fix issues that have ability to correct and reverse virtual intersection fixes for New World
- Major centerline data revisions to support Venue dispatching based off of Municipalities (in NWS) to reduce number of centerline breaks and tiny road segments around intersections
- Attended Workshop and one-day of Annual WLIA Conference and LION meeting in Green Bay
- Additional ArcGIS training for Jon Duckert (Land Conservation Dept.)
- T-Williamstown zoning tracking database for town clerk.
- Completed Year End 2014 Municipal and PLSS conversion and archival
- T-Williamstown zoning tracking database
- T- Williamstown /C-Beaver Dam ward map edits to accommodate annexations
- CBAS municipal and ward data submittal to LTSB and boundary alignment for census (subsequent submittal to Census Bureau)
- Sanitary district/shoreland zoning combined buffer project and map for Code
- Addressing researches and fixes for O'Sixteen Road in T-Lowell (Added E/W)
- Municipal and PLSS year-end conversion and archival
- C-Fox Lake Street name research and fixes
- Discussion, design and testing of survey finder database/online app
- Discussions with Applied Data Consultants (ADC) regarding year-end update, survey finder app, contours, and other enhancements.
- Year-end data shipment to ADC for web map update
- UWEX husbandry map project
- Land Information Committee meeting/presentation about ESRI conference and New World problems
- Non-metallic mine site elevation analysis for Planning
- Mapping for potential snowmobile club maps in Portland/Elba/Shields
- New World test server fixes and GIS data synchronization between production and test environments
- C-Watertown condo addressing discussion and analysis for Jay Habercorn
- ArcGIS server setup and research into ArcGIS online pricing and best practices for the county
- T-Clyman mapping project for potential Laird Road extension
- SCO section corners conversion for Survey
- Facilities points database setup and conversion project kickoff

On-going Activities:

- Coordinate meetings, prepare/post agenda and draft minutes for LIC, PD&P, and Land Council
- Prepare revenue reports for LIC and PD&P Committees, and Land Council
- Planning, Development & Parks Committee (PD&P) - prepare for and participate as necessary
- County Board, Finance, Human Resources, Land Conservation, Highway, Executive, Taxation, COAD, Management Council and other county committee meetings- prepare for and participate upon request
- Complete and deliver data and open records requests (communication, data prep, FTP, etc, for other departments, municipal, county, state, and federal government officials as received and many private & corporate requests)
- Complete aerial/wetland/floodplain map and zoning information requests
- Prepare invoices and deposit payment for data orders and mapping requests
- Order supplies as required and voucher payment for invoices received
- Track and prepare spreadsheet for department charge backs for use of Océ' to Finance
- Assist public with questions, complaints, and referrals
- Facilitate employees in continued education efforts
- Facilitate, ensure continued County participation in Wisconsin Land Information Program (WLIP)
- On-going coordination of and participation in addressing project for maintenance of centerline file address ranges with cities and villages, recent annexations and road naming/location issues
- Updates completed to the centerline, common place, alias, and virtual intersection files (street intersections that do not report on centerline file - e.g. overpasses)
- Corrections and updates to boundary files for validation in Positron & New World systems as part of on-going maintenance of critical files for Dispatch Maverick Map application including ESN Zone, Reporting Districts and city and village boundaries with Annexations
- Enter and maintain out-of-county data into centerline for Dispatch mapping purposes to enhance the system making appropriate breaks and adjustments to centerline as data received
- Town and County Rezoning -update maps as rezoning are approved by County Board
- Continued maintenance of countywide Building Number point, Driveway point and Driveway line layers
- Clarify road names, verification of new and existing addresses, and contacting municipalities to resolve conflicts
- Imaging permit files as time permits to get all into electronic format for easy access and archival
- Work with Corporation Counsel on various legal matters, contracts, resolutions and questions
- Coordinate technical support from IT
- Back-up PDO and GIS staff when/where possible
- Coordinated survey equipment and supplies purchases
- Contract talks with Spatial Focus and Corporation Counsel

PROPERTY DESCRIPTION OFFICE- (David Addison, Nicole Hoepfner)

Work completed:

Office Operations Status:

Nicole is quickly learning the job of Property Listing Specialist and due to her abilities, staff is able to keep up with the workload with mission critical tasks being completed. However, little time is available for work on additional projects; completion of those projects will continue to be delayed or left uncompleted as Nicole continues to learn all facets of the job. Dave continues to spend time with her training and is adding additional duties.

- **Document Processing:** We are processing documents on a daily basis as much as practically possible but and current through the end of February.
- **Name Changes:** We current through the end of February. Information is taken from the recorded deed and entered into the assessment database for existing tax parcels.

- **Splits:** We current through the end of February. Newly recorded documents are reviewed to determine what parcels are affected.
 - New legal descriptions mapped in AutoCAD as necessary.
 - PINs assigned and acreages calculated for the newly created parcels.
 - Legal descriptions and acreages reviewed for remaining lands. Changes to existing parcels can include combinations.
- **Pins Verified on Department of Revenue website:** After being behind as described above, we are now current through the end of February.
- **Assessment rolls:** No assessment roll information has yet to be submitted by local assessors.
- **Survey Reviews:** 9 under review (2 are re-reviews).

Additional projects/activities:

- Review of Site Address information: With the planning for Master Address Repository we have been trying to finish address verification, we were able to get thru all of the villages that remained and finished the C-Fox Lake; working on C-Mayville and anticipate beginning C-Waupun soon, with all cities completed in March. Seeking files from villages. Once this completed, we will have to work to resolve all the questions discovered during the process.
- Continuing work preparing and submitting data for the new Land Information Management System (LIMS). Bi-weekly meetings are underway.
- Continuing work preparing for the Master Address Repository (MAR).
- Attended Annual Wisconsin Land Information Association (WLIA) conference in Green Bay- Dave and Nicole.
- Attended one meeting with the DOR and continue to accumulate information regarding Assessment Reform (switch to county-based assessing from municipality-based) as presented in the state budget.
- Review of School District information: no further progress.
- Review of Parcel Acreages: project on hold until time permits.

On-going activities:

- On-going maintenance of Tax Assessment Database.
- All documents recorded in Register of Deeds Office need to be **processed on a timely (daily) basis-working hard to keep current with this task (see note above).**
- Participation in mapping project to register parcel file to overlay the new orthophotography.
- Assist public with general property and assessment questions at the counter, on the phone or via email.
- Assist businesses (i.e., private surveyors, assessors, attorneys, abstractors, realtors, appraisers and title companies) with general property questions, data requests and general information and assist in determining accurate legal descriptions and ownership info.
- Provide technical support for property and assessment questions from tax mapping, survey and other internal system users.
- Process address changes from Treasurer and other sources.
- Consult with County Code Administrator regarding possible land division violations.
- Assist county offices and government agencies with general property questions.
- Enter Plat codes for older subdivisions.
- Document filing and archiving.